

PLANNING SECTION
PM to 0700 FIRST DUTY PERIOD
MISSING / OVERDUE AIRCRAFT

1 of 1
29 Aug 05

Original

Obtain some or all of the following information from the IC or from the Planning Section Chief

Departure Airport _____

Destination Airport _____

Route of flight if known. _____ via _____ via _____

Aircraft Type _____ Model _____

Departure Time _____ or ETD & Date _____

NOTE: Do not request a lot of details from the IC. He will be busy and at this point probably doesn't know much more than the above anyway....

Use the above information to plot the **PRIMARY SEARCH AREA** using **SARVIEW** if at all possible. This map with the search grids can then be sent to the IC using e-mail.

3, If the departure time or a ETD was available, Calculate time estimates for every 25-50 miles along the route.

Count the total number of 1/4th grid sections for the search area. Multiply the total number of 1/4th grid sections by 56.25 to get the square miles of area for the search.

NOTE: The search mission map is **time critical** and needs to be passed to the IC with **the minimum possible delay**. This map will be used by the IC for:

Determination of the number of aircraft required

To assign aircraft to initial search grids

PAO Press release

EMA Coordination

To select airports for a telephone search

Determine the probable aircraft, personnel, and logistical needs for the following duty periods.

Consult with the IC and other wing staff to insure the availability of the items in step 5.

Give the finish map to the IC and **inform IC that all CHECK LIST Items have been completed at _____Z**

LOGISTICS OFFICER

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Receive from the IC, notification of the number of aircraft he is requesting and where he wants them.

Review a list of GAWG aircraft and decide on which aircraft would require the shortest repositioning to arrive at the mission base or search area.

Contact unit commanders where the aircraft are located and notify them that the aircraft has been requested for search mission operations. **NOTE: Actual Search & Rescue operations have priority over all other scheduled activities such as Check Rides, Glider Tow or Orientation Rides.**

Consult with the local unit commander and arrange for mission qualified air crews for the second duty period. If possible let the local commander select the air crew **and call you back with their Names and Contact information.**

NOTE: Confirm Maintenance Status of the aircraft that it is OK for mission operations.

NOTE: Set a deadline for the call back from the unit commander, At that time it will then be necessary for you to select another aircraft or another air crew for that aircraft.

NOTE: Priority should be given to IFR qualified mission pilots.

Do not use pilots who are only **Transport Qualified** to move the aircraft unless they have some other ES qualifications and are willing to work as a staff member,. They are of no value when they arrive at the mission base and you now must find a way to get them home.

You must get the .Names and Contact information for the selected crew members in order for them **to be contacted to complete** a CAPF-104 for their flight.

Be sure the air crews understand they are to **depart at sunrise.** Depart means depart, not get up, not arrive at the airport - DEPART - Weather permitting of course.

Inform IC that all CHECK LIST Items have been completed at _____Z

INTEL OFFICER

PM to 0700 FIRST DUTY PERIOD

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Rev 1

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Route of flight if known. _____ via _____ via _____

Aircraft Type _____ Model _____ ETD & Date _____

NOTE: Do not request a lot of details from the IC. He will be busy and at this point probably doesn't know much more than the above anyway,

Prepare a list of all possible **Airports / FBOs** where the missing aircraft may have diverted using the FBO Form. These forms will later be used by the second duty period **INTEL SECTION** to conduct the FBO telephone search. The SARVIEW Mission Map is a easy way to find the airport names and Identifier. (**Example IS-1 FBO Form**)

Time of completion _____

3. Using the internet (landings.com), collect data on the **aircraft, pilot, and registered owner**.
See **EXAMPLE IS-2** for a sample of expected format of aircraft and pilot data.

Time of completion _____

Prepare a list of counties along the suspected route of flight and the county EMA number or the County Sheriff name and number. See **EXAMPLE IS-4**

Time of completion _____

Request from the **MACON, GA FSS** hard copy (FAX) data on weather conditions (departure, destination, and route) at the time of the flight.

NOTE: If any airport has multiple FBOs on the field, make a separate contact sheet for each one.

NOTE: Use a form to record each contact - see **Appendix D**. **These shall be passed on to the second duty period IC.**

NOTE: At this point you should have four separate items of data to pass to the IC:

The Airport / FBO List

The County EMA List

The Pilot & Aircraft data

(4) Route weather for the day of the incident.

The FBO list as well as Aircraft, Pilot Data, and Weather Data should be given to the IC as soon as possible.

By e-mail or FAX is preferred. **Inform IC that all INTEL CHECK LIST Items have been completed.**

Time of completion _____

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Destination Airport _____

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Departure Time _____ or ETD & Date _____

NOTE: Do not request a lot of details from the IC. He will be busy and at this point probably doesn't know much more than the above anyway....

Use the above information to plot the **PRIMARY SEARCH AREA** using **SARVIEW** if at all possible. This map with the search grids can then be sent to the IC using e-mail.

If the departure time or a ETD was available, Calculate time estimates for every 25-50 miles along the route.

Count the total number of 1/4th grid sections for the search area. Multiply the total number of 1/4th grid sections by 56.25 to get the square miles of area for the search.

NOTE: The search mission map is **time critical** and needs to be passed to the IC with **the minimum possible delay**. This map will be used by the IC for:

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MIO Press release

EMA Coordination

To select airports for a telephone search

Determine the probable aircraft, personnel, and logistical needs for the following duty periods.

Consult with the IC and other wing staff to insure the availability of the items in step 5.

Give the finish map to the IC and **inform IC that all CHECK LIST Items have been completed at** _____ **Z**

INCIDENT COMMANDER

FIND CHECKLIST

MISSING / OVERDUE AIRCRAFT

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Designate an aircraft to assist the Ground Team in their move to the accident site.
Normally this will be the locating aircraft "“Cap Flight 927 you have the lead “
Request the loiter time for this aircraft.

Dispatch Ground Team - In the event a find report is received from a air or ground search team, a Ground Team should be dispatched to the accident site with the objective of:
Assess any on scene medical requirements
Confirmation of the objective
Site Security until relived by EMA, FAA, or Law Enforcement.

Call Atlanta ARTCC (Watch Supervisor 770-210-7622) inform them that CAP has located the missing aircraft and ask that a **Temporary Flight Restriction (TFR)** be placed to 3000 ft AGL and a 3NM radius around the accident site for the next 24 hr. **Be prepared to give them the Lat. And Long. Of the accident site before you make this request.**

Immediately after the site has been confirmed call the county **EMA** and advise them of the location and ask **EMA** if they wish the CAP aircraft to act as a communications relay **on their Car to Car frequency of 145.902 MHz. Advise them of your evaluation of the site and status of medical support.**

5. Keep a CAP aircraft over or near the accident site to facilitate communications for as long as the Ground Team is on the scene or as requested by the County EMA.
6. The IC and Chaplain only should make the notification of the find to the family in private.
7. Contact GEMA 404-635-7200, and brief them of the find.
8. Contact AFRCC and inform them of the find.
9. Have the MIO prepare a press release crediting CAP and any other agencies involved in the search.

INCIDENT COMMANDER

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EXAMPLE IC-1

SAMPLE of INITIAL GEMA BRIEFING (maybe have MIO complete?)

This is (Rank, NAME) with Civil Air Patrol. I want to confirm that CAP is conducting search and rescue operations in (**Area of State** i.e. North Georgia) for a missing aircraft.

We expect to have an operational mission base at {Lawrenceville, GA} Airport at 0700 in the morning. The second duty period IC at that time will be *John Doe* and the phone number there is 678-654-3210.

I will call you before 0700 and update you on the initial action and results we have taken during the first duty period. At this time I am the Incident Commander and can be reached at 770-123-456.

OPERATIONS BRANCH

SECOND and FOLLOWING DUTY PERIODS 0700 - 1900

CHECK LIST

The **OPERATIONS** section Chief should receive a thorough briefing from the previous OPERATIONS SECTION CHIEF or The Planning OFFICER from the first duty period.

Start or maintain a **TASKING / SORTIE LOG** to insure the accomplishment of each task..

NOTE: This LOG is the check point to insure the completion of each task.

NOTE: This log will be retained and become a legal part of the Mission Records.

Confirm that aircraft or Ground Teams which have been previously assigned tasking, departed on time and are either at or on their way to their assigned areas.

Consult the Mission Map, and with the IC to determine future areas to be searched for the next few sortie or receive new intel from the IC that may change the search priorities.

For each new sortie or task, Complete the Operations portion of CAPF-104 or CAPF-109 describing the task and place the task on the TASKING / SORTIE LOG

NOTE: Only the yellow portions of the CAPF-104 or CAPF-109 shown in EXAMPLES OS-1 & OS-2 should be completed by the OPERATIONS SECTION.

Review and re-assess all assigned tasking for changes in their priority.

Pass the TASK on to the **AIR** or **GROUND** Branch. The AIR or GROUND BRANCH will assign a Aircraft and Flight Crew or Vehicle and Ground Team to pursue each task.

NOTE: Every effort should be made to assigned, air crew or Ground Teams, have them pre-briefed, the CAPF-104 / CAPF-109 completed, all planning accomplished and the crew fully ready to depart on a sortie.

Review the results of any sorties which have been completed, plot their results on the mission map, and compute a new POD for that Grid section. If necessary review the Mission Map for assignment of future sorties.

Pass to the **FINANCE SECTION**, any CAPF-104 or CAPF-109 task that have been completed.

Repeat items three thru ten at least hourly or as required by new tasking.

SAFETY OFFICER

SECOND and FOLLOWING DUTY PERIODS 0700 - 1900

CHECK LIST

The Safety officer is responsible for all safety considerations of the mission and reports directly to the Incident Commander.

When required or at the request of the mission staff he will conduct a Tactical Risk Management Assessment of any or all CAP tasking.

The Safety Officer reports to IC any safety issues that he is unable to correct on the spot..

DE-BRIEFING SECTION

SECOND and FOLLOWING DUTY PERIODS 0700 - 1900

CHECK LIST

Review the Mission Map to determine the areas of operation and familiarize yourself with the general topographical features and obstructions in the mission area.

Familiarize yourself with applicable MOAs and Low Level Training Routs, and radio towers.

The DE-Briefing section will hold the CAPF-104 and/or CAPF-109 while the task is active.

Upon returning from tasking, the Flight Crew or Ground Team will report to the DE-BRIEFER. A task is not considered complete until the end of the de-briefing.

The de-briefer will discuss the task with the Flight Crew or Ground Team and fill in the appropriate portions of the CAPf-104 or CAPF-109.

The de-briefer will assign a POD in the case of a CAPF-104 and then send the completed form back to the OPERATIONS SECTION for evaluation.

GROUND BRANCH

SECOND and FOLLOWING DUTY PERIODS 0700 - 1900

CHECK LIST

The **GROUND BRANCH** should first receive a complete briefing from the previous Ground Branch Officer or IC on the mission status to date.

Check with the **OPERATIONS SECTION** to determine if any task are pending and discuss the status of Ground Team deployment. .

When a task is received from the **OPERATIONS SECTION**, they will complete a portion of the CAPF-109 which will describe the **requested tasking** and then pass the form to the **GROUND BRANCH**.
(See Example GB-1)

If a **GROUND BRIEFING SECTION** is being used the CAPF-109 is passed to them. The BRIEFING SECTION will brief the air crew and fill in their section of CAPF-109.

If a Ground Briefing SECTION **is not being used** then the Air Branch will complete both the Air Branch and the Briefing Sections of CAPF-109. All blocks on the front side of the form should now be complete.

INCIDENT COMMANDER

0700 to 1900 LOCAL TIME CHECK LIST

Receive a thorough briefing from the previous duty period IC.

Time Completed _____Z

NOTE: In the event of a find go immediately to the IC FIND CHECK LIST.

Was the **Mission Map** received from the previous **PLANNING SECTION**? Circle **Y** or **N**

Time Completed _____Z

Was the **Airport Telephone List**, **Pilot Data** and **Aircraft Data** received from the previous duty period **INTEL SECTION**? Circle **Y** or **N**

Were the required mission **aircraft and crew list** available from the previous duty period **LOGISTICS SECTION**? Circle **Y** or **N**.

Note: If data in items 2, 3, & 4 were not completed then assign someone to complete each of the task.

Time Completed _____Z

Confirm With the **OPERATIONS SECTION** that aircraft for the first sorties are available and **ON SCHEDULE**. Search grids should have been assigned in the previous duty period for a **SUNRISE** take-off. . Did all the first sorties depart as briefed **Y** or **N**

Time Completed _____Z

Consult with the **OPERATIONS SECTION** on the next grids to be searched.

Contact **AFRCC** and give them IC information and initial plans for this duty period.

Time Completed _____Z

Contact **GEMA** and insure that they have the mission base and IC contact information.

Time Completed _____Z

Establish contact with the closest relative or family member and **give them a** progress report on search efforts as well as **a point of contact. Did anyone on the aircraft carry a Cell Phone? Get number and who provides the service.**

Time Completed _____Z

Is the present duty period **INTEL SECTION** working on the Airport telephone contact list and afterwards the county 911 contact list?

Time Completed _____Z

NOTE: The **INTEL SECTION** needs a separate telephone line or cell phone – it will be in heavy use.

Re-Evaluate any new intelligence that may change the priority of grids to be searched and coordinate changes with the **OPERATIONS SECTION** if necessary.

INCIDENT COMMANDER

0700 to 1900 LOCAL TIME CHECK LIST (cont)

12. If possible contact the **EMA** for the counties where the aircraft has a high probability of being located and brief them of CAP activities and what CAP actions in the event of a find in their county. **(See IC FIND CHECK LIST)**
13. Consult with the **OPERATIONS SECTION** and re-evaluate search planning on periodical schedule.
14. Contact the selected family member and brief them on mission progress to date.
15. Insure that each Staff Position has a copy of the check list, from this manual, for their respective position
16. BLANK
17. BLANK
18. Prepare a press release with the MIO
19. Brief IC for the Next Duty Period Time Completed _____Z
20. Complete CAPF-122 for your duty period and submit to AFRCC.
Time Completed _____Z
21. Contact GEMA and review the days progress and with plans for tomorrow.
Time Completed _____Z

NOTE: This form is to be given to the ADMIN SECTION at the end of the present duty period and becomes a legal part of the mission log.

INTEL SECTION

SECOND and FOLLOWING DUTY PERIODS 0700 - 1900

CHECK LIST

Receive a briefing from the Previous Duty Period. **INTEL Officer.**

Review and complete any required parts of the First Duty Period **CHECK LIST**.

Obtain a home telephone number for the pilot and pass this to the IC.

Verify that the IC has the Pilot and Aircraft information from the first duty period.

The **INTEL SECTION** will conduct and document an **Airport / FBO** telephone search of all airports on the **Airport / FBO List** where the mishap aircraft may have diverted. When possible interview the personnel who were on duty on the day of the mishap.

NOTE: If the airport has multiple FBOs on the field, contact each one.

Start calling and document the 911 operators on the **County EMA List**. Request if they have had any reports that may be of interest, low flying aircraft, loud crashing sound, bad storms, ect. Give them a contact telephone number for the IC or Mission Base.

(See the County EMA list and example form from first duty period INTEL SECTION)

Update the IC in writing of any new intelligence that may pertain to the mission.

NOTE: Only the Chaplain or IC should make contact with the relatives of victims.

INTEL SECTION
FBO SEARCH LIST

PM to 0700
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Mission Number_____

Date_____

Time of Contact_____ **Zulu**

Airport Name_____

Airport Identifier_____

FBO Name_____

Telephone No._____

Contact Name_____

Remarks

FINANCE SECTION

SECOND and FOLLOWING DUTY PERIODS 0700 - 1900

CHECK LIST

Review and CAPF-104 and CAPF-104 which were generated during the First Duty Period.

Receive from the **OPERATIONS SECTION** the CAPF-104, CAPF-109, or other tasking documentation for each task that has been completed.

Assign a approximate cost to each task and compute a running cumulative total cost for the exercise or mission.

Forward the CAPF-10 and CAPF-109 with a cost figure for each sortie to the **ADMIN SECTION**.

AIR BRANCH

SECOND and FOLLOWING DUTY PERIODS 0700 - 1900

CHECK LIST

The AIR BRANCH should first receive a complete briefing from the previous Air Branch Officer or IC on the mission status to date.

Start if necessary, or **update information on the Aircraft Sortie Board.**

Check with the OPERATIONS SECTION to determine if any task are pending and discuss the status of any sorties which are airborne and still pending .

When a task is received from the OPERATIONS SECTION complete the Operations Section of CAPF-104.

If a **BRIEFING SECTION** is being used the CAPF-104 is passed to them. The BRIEFING SECTION will brief the air crew and fill in their section of CAPF-104.

If a Briefing SECTION **is not being used** then the Air Branch will complete both the Air Branch and the Briefing Sections of CAPF-104. All blocks on the front side of the form should now be complete.

Enter the required aircraft information and review data on the Aircraft Sortie Board.

ADMIN SECTION

SECOND and FOLLOWING DUTY PERIODS 0700 - 1900

CHECK LIST

The ADMIN SECTION will maintain a sign in sheet and insure that each member is registered as part of the mission..

The ADMIN SECTION will receive and compile all documents and records for the exercise or mission

These documents include but are not limited to the following: CAPF-104, CAPF-107, CAPF-109, CAPF-103, IC CHECK LIST FOR EACH DUTY PERIOD, CAPF-108, and other mission documents as necessary.

The ADMIN SECTION will cross check and insure that flight times match on the CAPF-104 and CAPF-108, and CAPF-107

MISSION CHAPLIN

SECOND and FOLLOWING DUTY PERIODS 0700 - 1900

CHECK LIST

The MISSION CHAPLIN will work with the INCIDENT COMMANDER with all issues relating to the spiritual and morale issues of the mission.

The CHAPLIN is the primary person for contact with family and relatives of victims who are the subject of the mission.

There may be times during a search mission where members of the mission staff may wish to confer with the CHAPLIN on events and actions related to their position.

PLANNING SECTION

SECOND and FOLLOWING DUTY PERIODS 0700 - 1900

CHECK LIST

Coordinate with the IC to determine the expected number of mission base staff, aircraft, air crew, ground teams, and communications required for the next duty period.

NOTE: Whenever possible the same mission staff should work each 0700-1900 duty periods to insure continuity.

Coordinate with the LOGISTICS OFFICER to insure that the required aircraft and Vehicles will be available for the next day.

Insure that personnel are available to staff the mission base during the next 1900-0700 duty period.

Plan for personnel logistical requirements should this be an extended search mission of 10-12 days.

Mission Information Officer Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- _____ 1) Obtain briefing from Incident Commander
- _____ 2) Determine current status of Incident
- _____ 3) Identify current organization and other agency involvement
- _____ 4) Establish contact with PIO at other agencies
- _____ 5) Establish singular media POC
- _____ 6) Determine point of contact for media (scene or Mission Base)
Determine pre-existing agreements for information centers, Joint Information Centers (JICs), etc
- _____ 7) Determine current media presence
- _____ 8) Determine constraints on information process.
- _____ 9) Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Mission Information Officers to:
Joint Information Center (JIC)
Field (scene) Information
Internal Information
- _____ 10) Obtain current incident status reports from Planning Section; coordinate a schedule for updates.
- _____ 11) Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.
- _____ 12) Draft press release. Obtain approval for information release from Incident Commander:
Confirm details to ensure no conflicting information is released.
Note: Obtain approval from National or AFCC if required
- _____ 13) Identify site and time for press briefings, and confirm participation by other members.
- _____ 14) Release news to media via email, AF site, fax and post information in Mission Base and other appropriate locations.
- _____ 15) Copy all news releases and retain in mission record. Monitor news releases if possible and contact media to correct erroneous or misleading information being provided to the public via the media.

(cont)

MIO Checklist Page 2

Remember to:

Update off-incident agency personnel on a regular basis if possible

Utilize electronic mail for agency updates when possible

Establish phone line in the Mission Base dedicated to internal communications to update agency personnel when possible.

Provide standard statement which can be given to general requests for information.

Coordinate information releases with information staff from other impacted agencies and jurisdictions.

Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.

DOCUMENT EVERYTHING!

Make sure IC has copies for the Mission folder

If possible, keep Wing PAO in contact.